

28 June 1956

Chief, Management Staff

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Weekly Report - Week Ending 27 June 1956

1. Record Control Schedules for the Inspector General and the Executive Registry have been approved and forwarded to the Office of the DCI for implementation.
2. Legal authority has been obtained from National Archives and Congress for the continuing destruction of 44 series of records maintained in OGI and the Office of the DD/I.
3. Seven new and 3 revised forms were completed.
4. The Office of Logistics has requested the Records Management Staff to participate with a committee established to recommend furniture standards for the new building.
5. The survey of the Procurement Division file has been completed. A memorandum from the Chief of the Division states "We anticipate that the change in procedures will result in savings in man hours and the elimination of six (6) filing cabinets at a total approximate cost of \$600.00."
6. The survey of the Physical Security Division has been completed. The Agency filing system was installed throughout and 73 cu.-ft. of records were destroyed or retired (equivalent of 9 safe cabinets). Several other recommendations were approved and will be implemented by the Division.
7. The Architect and Engineering drawing for the addition to the Record Center are being prepared by [redacted] of Richmond, Virginia who drew the plans for the present building.
8. The Record Center received 148 cu. ft. and disposed of 60 cu. ft. of inactive records.

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Handwritten signature and date: 6/28/56

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